



# The BASO Connection

August 2003



Distributed monthly by the Business & Administrative Systems Organization

## About This Newsletter

Welcome to the first edition of The BASO Connection, a monthly newsletter dedicated to working in the financial systems supported by the Business and Administrative Systems Organization (BASO) in HQ Code CF. Initially, the primary focus of this newsletter will be the Core Financial systems – SAP, Business Warehouse, and P-Card. In the future, the content will expand to include additional systems supported by the BASO (e.g., Budget Formulation) as they are implemented.

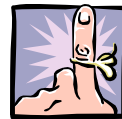
## When the Approver's Away, the PRs Will Stay

Unless that PR approver has identified and activated an alternate approver! If you are an SAP purchase requisition (PR) approver, it is critical that you identify and activate an alternate PR approver in case of your absence. Alternate approvers must already have their own SAP ID configured with the Requisition Approver role.

### To identify an alternate PR approver:

1. Go to your Business Workplace in SAP and select the **Settings** menu.
2. Select **Workflow Settings** and then select **Maintain Substitution**.
3. In the Substitute Maintain dialog box, highlight **Personal substitute** and click the **create substitute** icon.
4. In the Choose User dialog box, enter the user name of the alternate approver. You may also use the search function to find the user name.

5. In the Detail Screen Substitution dialog box, enter the **Validity Period**, select the **Substitution active** checkbox, and click **Save**.



### Don't Forget! Activate your alternate PR approver:

Now that you've identified an alternate, you must also activate the alternate before you leave!

Activating the alternate tells the system to send your PRs to the alternate approver.

1. Go to your Business Workplace in SAP and select the **Settings** menu.
2. Select **Workflow Settings** and then select **Activate Substitute**.
3. Expand the **Personal substitutes** folder and highlight the name of the alternate approver to be activated.
4. Click the **Activate** icon.

## In This Issue

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For more details, see the BASO job aid at <http://corefinancial.hq.nasa.gov/Documents/AlternateApprover.doc>. Know any PR approvers? Pass the info on!

## Ready, Set, Access!

The IFMP System Access Request form, known as the NF 1700, is used to request user accounts and roles for Core Financial (SAP, BW, and Bank Card). When filling out NF 1700 forms, please pay close attention to the following three of the sections on the form:

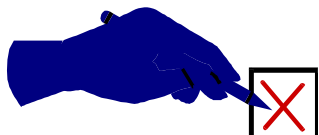
### Type of Request

TYPE OF REQUEST

☐ ADD    ☐ DELETE    ☐ CHANGE

This section indicates whether the user is adding, deleting, or changing their role(s). Checking the add, delete, or change box indicates the following:

- **ADD:** Adding only the role(s) indicated on Block 1, Page 2 of the NF 1700 in Sections A, B, C or D.
- **DELETE:** Deleting only the roles indicated on Block 1, Page 2 of the form in Sections A, B, C or D.
- **CHANGE:** Adding one or more roles *and* deleting one or more roles. The user *must clarify* on Block 1, Page 2 for Sections A, B, C or D, which roles are to be added and which roles are to be deleted. If this information is unclear, the changes will not be made. Only check this block if the user requires both addition and deletion of roles.



### User Roles

#### 1. USER ROLES

This required section identifies the roles that the user is requesting, and whether they need more than one ID (i.e., for HQ and NMO). This section is on Page 2 of the form, located in Block 1.

The user must first indicate whether the role changes apply to an HQ or NMO account. Then the user must write the names of the role(s). (Example: HQ-Requisitioner WBT)

### NASA Approval #1

#### 4. NASA APPROVAL #1

This section indicates that the user's supervisor, or preferably Super User, approves of the roles being requested for the user. *If this signature block is not filled out, the form will not be processed.* If the signature is different from that of the supervisor or Super User on Page 1 of the form, the user will be contacted for an explanation before the form is processed.

For more information, see the NF 1700 instructions: [http://corefinancial.hq.nasa.gov/Documents/NF1700FormInstructions08\\_14\\_03.doc](http://corefinancial.hq.nasa.gov/Documents/NF1700FormInstructions08_14_03.doc).

## Tip for MAC Users

### Changing the Screen Size of your NFuse Citrix Sessions

You can adjust the viewing area of the ica application sessions, such as SAP, that launch from the NFuse Program Neighborhood. Keep in mind

that some monitors may not be capable of displaying all available size choices, and that the Citrix Administrator may control the size on a particular application screen.

1. Log into <https://utility.nasa.gov> with your designated credentials.
2. When the Program Neighborhood from the NFuse server appears, click one time on the settings icon (the folder with a hammer and wrench icon).
3. From the Citrix NFuse Classic Settings window, select what resolution you prefer (up to "full screen") and click the "Submit" button.
4. The screen will return to the Program Neighborhood. Changes to screen size of applications will take effect when you next activate them.

See the job aid at

<http://corefinancial.hq.nasa.gov/Documents/MAC-ChangeScreenSize.doc>.

## Did You Know?



### ZMM\_PR\_ANALYSIS

If you are frequently searching for PRs in SAP, check out the transaction ZMM\_PR\_ANALYSIS.

This report allows you to see:

- PRs created by Requisitioner Code for purchasing Plants (NMO or HQ, etc.)
- Release Status (or if awaiting next approval)
- Short Text UPN (or Tracking number UPN)
- PO Status (if a PO has been created to obligate the PR)
- Requisition date
- Commitment amounts

Screenshots of a sample search are available on the HQ Core Financial web page at

[http://corefinancial.hq.nasa.gov/Documents/zmm\\_pr\\_analysis.doc](http://corefinancial.hq.nasa.gov/Documents/zmm_pr_analysis.doc).

### Print Gridlines from BW

Frustrated by missing gridlines? Take the following steps to include gridlines and shading when printing BW reports from the browser:

1. From the menu, select **Tools > Internet Options**.
2. Click on the **Advanced Tab**.
3. Scroll down to **Printing** and check the option to **Print background colors and images**.
4. Click **OK** to save the setting.

## Just a Click Away...

There are many IFMP informational resources out there, and it can be tough to keep them all straight. Here's a quick summary of key websites for Core Financial and IFMP:

- IFMP access page, with links to SAP R/3, Bankcard, Business Warehouse, On-line Quick Reference (OLQR), and Web-Based Training: <https://access.ifmp.nasa.gov>
- HQ Core Financial home page, with processes, job aids, and Super User information: <http://corefinancial.hq.nasa.gov>
- Integration Project Office for service requests, and system access forms: <http://ipo.ifmp.nasa.gov>
- IFMP Agency Site, with program information: <http://ifmp.nasa.gov>

## *About the BASO*

The BASO, housed within HQ Code CF, can help you with questions relating to Core Financial. Also, the BASO in addition provides support functions for Travel Manager and Business Warehouse report development.

## *BASO Contacts*

### BASO Support Center

358-IFMP, Room 4R49

Operating Hours: 8am – 4:30pm daily (closed  
12pm – 1pm Thursdays)

### Core Financial Business Process Lead

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### BW Report Development

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Steve Giese – [sgiese@hq.nasa.gov](mailto:sgiese@hq.nasa.gov), 358-0488

## *Feedback*

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter.

For questions, comments, or to be removed from this distribution, email Erica Rabbit at [erabbit@hq.nasa.gov](mailto:erabbit@hq.nasa.gov). If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.